

Guide to the Budget

Volume II

Introduction

Volume II contains the budget information for City departments and programs. The following sections may be included in the commentaries:

- Department Description
- Goals and Objectives
- Key Performance Indicators
- Service Efforts and Accomplishments
- Department Summary
- Department Expenditures
- Department Personnel
- Significant Budget Adjustments
- Expenditures by Category
- Revenues by Category
- Personnel Expenditures
- Revenue and Expense Statement

Department Description

This section is a brief overview of the department which includes the department's purpose, mission statement, history, and services provided. This section can be found in the budget narratives contained in Volume II.

Goals and Objectives

This section lists the goals and objectives that make up the action plan for the department. Strategic goals are broad, multi-year areas of focus, while strategic objectives are articulated aims that support the identified goals.

Key Performance Indicators

This section lists the key performance indicators chosen by the department. These indicators show the results or outcomes of the department's performance. They help budget readers effectively evaluate City services and enables the City to accurately quantify service levels for all departments. Target and actual figures for Fiscal Year 2014, estimated figures for Fiscal Year 2015, as well as targets for Fiscal Year 2016 have been included for each performance indicator.

Service Efforts and Accomplishments

This section describes major efforts and achievements of a department. This areas is used to describe milestones met, services provided, accomplishments, challenges faces, as well as awards and special recognition a department has recieved.

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Department Summary

The Department Summary table summarizes positions, expenditures, and revenue. Grant Funds and Capital Funds are not included.

Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
FTE Positions (Budgeted)	103.26	105.76	115.00	9.24
Personnel Expenditures	\$ 11,974,973	\$ 13,310,719	\$ 13,694,444	\$ 383,725
Non-Personnel Expenditures	28,404,433	28,723,500	35,519,020	6,795,520
Total Department Expenditures	\$ 40,379,406	\$ 42,034,219	\$ 49,213,464	\$ 7,179,245
Total Department Revenue	\$ 39,507,917	\$ 37,829,157	\$ 47,292,743	\$ 9,463,586

Department Expenditures and Personnel

The Department Expenditures and Department Personnel sections display expenditures and positions by fund and division.

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Enterprise IT Sourcing Operations	\$ 1,995,495	\$ 2,181,400	\$ 3,075,853	\$ 894,453
Financial & Support Services	2,452,058	2,552,157	3,598,729	1,046,572
Information Technology	4,899,459	5,755,011	6,615,821	860,810
Project Management Office	-	-	160,002	160,002
Total	\$ 9,347,012	\$ 10,488,568	\$ 13,450,405	\$ 2,961,837

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Enterprise IT Sourcing Operations	6.00	9.00	10.00	1.00
Financial & Support Services	10.00	10.00	7.00	(3.00)
Information Technology	23.00	23.00	26.00	3.00
Project Management Office	0.00	0.00	1.00	1.00
Total	39.00	42.00	44.00	2.00

Note: In some instances, the sum of individual expenditure line items may not match the bottom-line totals due to rounding.

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Significant Budget Adjustments

The Significant Budget Adjustments section lists key program and personnel changes by fund. Position adjustments are included and impacts of adjustments are described.

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Equipment/Support for Information Technology	0.00	\$ 5,415,951	\$ -
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
Civic Center Plaza Rent Reallocation	0.00	316,417	-
Adjustment reflects the reallocation of rent for Civic Center Plaza from the General Fund.			

Expenditures by Category

The Expenditures by Category table represents how a department's budget is distributed within major expenditure categories.

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
PERSONNEL				
Personnel Cost	\$ 50,890	\$ 118,102	\$ 110,697	\$ (7,405)
Fringe Benefits	48,084	95,249	70,307	(24,942)
PERSONNEL SUBTOTAL	98,974	213,351	181,004	(32,347)
NON-PERSONNEL				
Contracts	\$ 494,477	\$ 687,717	\$ 630,300	\$ (57,417)
Information Technology	713,365	1,004,431	1,251,490	247,059
NON-PERSONNEL SUBTOTAL	1,207,842	1,692,148	1,881,790	189,642
Total	\$ 1,306,816	\$ 1,905,499	\$ 2,062,794	\$ 157,295

Revenues by Category

The Revenues by Category table displays budgeted revenues by category.

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Rev from Money and Prop	\$ 198	\$ -	\$ -	\$ -
Rev from Other Agencies	84,660	195,303	195,303	-
Transfers In	1,271,792	1,605,758	1,548,341	(57,417)
Total	\$ 1,356,650	\$ 1,801,061	\$ 1,743,644	\$ (57,417)

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Personnel Expenditures

The Personnel Expenditures section displays the number of budgeted positions, salary amounts by job classification, special assignment pays, and fringe benefits.

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20001247	Business Systems Analyst 2	3.00	3.00	3.00	\$59,467 - \$71,864	\$ 215,592
20001246	Business Systems Analyst 3	2.00	1.00	1.00	65,416 - 79,061	79,061
90000541	Clerical Assistant 2 - Hourly	0.50	0.00	0.00	29,931 - 36,067	-
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	125,000
20001261	Information Systems Administrator	3.00	4.00	4.00	73,466 - 88,982	324,896
20001234	Program Coordinator	0.00	0.00	7.00	23,005 - 137,904	740,454
20001222	Program Manager	8.00	8.00	7.00	46,966 - 172,744	847,468
	Budgeted Vacancy Savings					(695,334)
FTE, Salaries, and Wages Subtotal		17.50	17.00	23.00		\$ 1,637,137
		FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 24,230	\$ 30,174	\$ 21,051	\$ (9,123)	
	Flexible Benefits	176,598	190,786	258,447	67,661	
	Long-Term Disability	13,299	6,105	7,433	1,328	
	Medicare	24,052	25,737	32,754	7,017	
	Other Post-Employment Benefits	103,103	103,122	131,670	28,548	
	Retiree Medical Trust	1,816	1,580	3,893	2,313	
	Retirement 401 Plan	6,240	6,321	5,076	(1,245)	
	Retirement ADC	543,944	584,854	391,411	(193,443)	
	Risk Management Administration	15,341	16,099	23,518	7,419	
	Supplemental Pension Savings Plan	60,242	58,791	135,719	76,928	
	Unemployment Insurance	4,553	3,497	4,248	751	
	Workers' Compensation	32,531	3,221	31,710	28,489	
Fringe Benefits Subtotal		\$ 1,005,948	\$ 1,030,287	\$ 1,046,930	\$ 16,643	
Total Personnel Expenditures					\$ 2,684,067	

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Revenue and Expense Statement

The Revenue and Expense Statement is a financial document that presents revenue, expense, reserve, and fund balance information. Revenue and Expense Statements are not provided for departments or programs within the General Fund.

Revenue and Expense Statement (Non-General Fund)

GIS Fund	FY2014 Actual	FY2015* Budget	FY2016 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 518,935	\$ 569,727	\$ 485,270
TOTAL BALANCE AND RESERVES	\$ 518,935	\$ 569,727	\$ 485,270
REVENUE			
Revenue from Other Agencies	\$ 84,660	\$ 195,303	\$ 195,303
Revenue from Use of Money and Property	198	—	—
Transfers In	1,271,792	1,605,758	1,548,341
TOTAL REVENUE	\$ 1,356,650	\$ 1,801,061	\$ 1,743,644
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 1,875,584	\$ 2,370,788	\$ 2,228,914
OPERATING EXPENSE			
Personnel Expenses	\$ 50,890	\$ 118,102	\$ 110,697
Fringe Benefits	48,084	95,249	70,307
Contracts	494,477	687,717	630,300
Information Technology	713,365	1,004,431	1,251,490
TOTAL OPERATING EXPENSE	\$ 1,306,816	\$ 1,905,499	\$ 2,062,794
TOTAL EXPENSE	\$ 1,306,816	\$ 1,905,499	\$ 2,062,794
BALANCE	\$ 568,768	\$ 465,289	\$ 166,120
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 1,875,584	\$ 2,370,788	\$ 2,228,914

* At the time of publication, audited financial statements for Fiscal Year 2015 were not available. Therefore, the Fiscal Year 2015 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2015 Adopted Budget, while the beginning FY 2015 balance amount reflects the audited Fiscal Year 2014 ending balance.



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